



**STATE ASSESSORS BOARD
REGULAR MEETING MINUTES OF MARCH 28, 2008
State Treasurer's Board Room, Richard H. Austin Building
430 West Allegan Street, Lansing, Michigan**

CALL TO ORDER: The March 28, 2008 meeting of the State Assessors Board was called to order at 9:30 a.m. in the State Treasurer's Board Room in the Richard H. Austin Building, 430 West Allegan Street, Lansing, Michigan.

ROLL CALL: Members present: Lisa A. Hobart, Chairperson
Raman A. Patel, Vice Chairperson
Maxine J. McClelland, Member
Frederick W. Morgan, Member

Member absent: Henry O. Allen, Member (excused)

Staff present: David C. Lee, Executive Secretary

APPROVAL OF MINUTES: It was moved by Morgan, seconded by McClelland, and unanimously approved to adopt the regular meeting minutes of the February 22, 2008 meeting of the State Assessors Board as presented.

PUBLIC COMMENT: There was no public comment.

EDUCATIONAL PROGRAMS:

1. It was moved by McClelland, seconded by Morgan, and unanimously approved to give approval for level 3 course credit and for six hours of annual certification renewal credit for an Upper Peninsula Assessors Association course titled "Property Tax Law and Exemptions". (This renewal credit cannot be applied toward the 2007-2008 annual renewal requirement.)
2. It was moved by Patel, seconded by Morgan, and unanimously approved to give approval for six hours of annual certification renewal credit for International Association of Assessing Officers Courses 101, 102, and 112 and Workshop 257. (This renewal credit cannot be applied toward the 2007-2008 annual renewal requirement.)
3. It was moved by Patel, seconded by Morgan, and unanimously approved to grant approval to the level 4 experience qualification request of Ms. Arline D. Broome.
4. It was moved by Patel, seconded by Morgan, and unanimously approved to grant approval to the level 4 experience qualification request of Ms. Barbara L. McDermott.

CERTIFICATION APPLICANTS: It was moved by McClelland, seconded by Patel, and unanimously approved to grant formal approval to the list of certification applicants provided to the Board. The list of certification applicants which was approved by the Board and the certification totals presented to the Board were as follows:

**Certification Applicants
March 20, 2008**

Level 1

Chandler, Dionne
Davenport, Tiffany N.
Lee, Melissa J.

Mannisto, Charles H.
Potts, Denise
Rutledge, Pauline

Sanders, Janet
Smith, Zena
Tomac, Jr., Stephen M.

Level 2

Brown, Cynthia K.
Goodenough, Robert A.
McNicholl, Monica

Meredith, Teresa
Rider, Selena M.

Sanders, Janet
Wing, Glenn

Level 3

Bigelow, Deborah J.
Bontinen, Kendra L.
Dunlap, Eric A.

Hannah-Moore, Paula J.
Knoblauch, Robert P.
Peck, Sandra K.

Reed, Colleen
Renius, Bryan A.
Roell, Patti A.

**Certification Totals
March 20, 2008**

Level 1	598
Level 2	963
Level 3	905
Level 4	<u>148</u>
Total	2,614

CERTIFICATION LEVEL MATTERS: It was moved by McClelland, seconded by Patel, and unanimously approved to grant the conditional certification request (for level 1 certification) of Mr. Khris Kennedy of Duncan Township, Houghton County for six months.

CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(b)(ii) and 15.243(1)(d) and the Open Meetings Act, MCL 15.267(2).) A motion was made by McClelland and seconded by Patel to go into closed session. A roll call vote occurred: Hobart—yes, Patel—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

A closed session was held for the following items:

1. Discussion of the closed meeting minutes from February 22, 2008
2. Discussion of an official suspension order
3. Formal revocation hearing for revocation petition 08-0001

CLOSED MEETING (Continued):

4. Formal revocation hearing for revocation petition 07-0021
5. Discussion of revocation petition 07-0025
6. Discussion of revocation petition 07-0026
7. Discussion of revocation petition 07-0027
8. Discussion of revocation petition 07-0030
9. Discussion of revocation petition 07-0031
10. Discussion of revocation petition 08-0003
11. Discussion of revocation petition 08-0004
12. Discussion of revocation petition 08-0005
13. Discussion of revocation petitions 08-0006 through 08-0009
14. Discussion of State Tax Commission referral from September 21, 2007
15. Discussion of State Tax Commission referral from November 7, 2007

A motion was made by Morgan and seconded by Patel to return to open session. A roll call vote occurred: Hobart—yes, Patel—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS:

1. It was moved by Morgan, seconded by Patel, and unanimously approved to adopt the closed meeting minutes of February 22, 2008 as presented.
2. It was moved by Morgan, seconded by Patel, and unanimously approved to approve an official order of suspension with regard to revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035, as amended by the removal of one sentence.
3. It was moved by Patel, seconded by McClelland, and unanimously approved to place the assessing officer named in revocation petition 08-0001 on probation for a period of one year, to require the assessing officer named in the petition to complete a Property Tax Law and Exemptions course approved by the Board, to require the assessing officer to complete a series of courses offered by the vendor of the assessing software used by the assessing officer, and to require the assessing officer to seek reinstatement of normal certification status with the Board before probationary status is removed.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS (Continued):

4. It was moved by McClelland, seconded by Morgan, and unanimously approved to place the assessing officer named in revocation petition 07-0021 on probation for a period of one year, to require the assessing officer named in the petition to complete a specific Board of Review training session, to require the assessing officer to maintain all original Board of Review petitions, and to require the assessing officer to seek reinstatement of normal certification status with the Board before probationary status is removed.

FORMAL REVOCATION HEARING: A formal revocation hearing was held for revocation petition 07-0028. Ms. LaNiece Densteadt, Recording Secretary, was present for the hearing. The assessing officer named in the petition was not present for the hearing. The entire revocation file was made part of the permanent record. The allegation against the assessing officer (i.e., that the assessing officer had exceeded the assessing officer's certification authority in 2007) was discussed. It was moved by Morgan, seconded by Patel, and unanimously approved to approve the content of a letter of reprimand as presented for placement in the assessing officer's certification file until March 28, 2013.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS (Continued):

5. It was moved by Patel, seconded by McClelland, and unanimously approved to proceed to an informal revocation hearing with regard to revocation petition 07-0025.

6. It was moved by McClelland, seconded by Patel, and unanimously approved to approve the content of a letter of reprimand as presented for placement in the certification file of the assessing officer named in revocation petition 07-0026 until March 28, 2013.

7. It was moved by Morgan, seconded by McClelland, and unanimously approved to approve the content of a letter of reprimand as presented for placement in the certification file of the assessing officer named in revocation petition 07-0027 until March 28, 2013.

8. It was moved by Morgan, seconded by McClelland, and unanimously approved to proceed to an informal revocation hearing with regard to revocation petition 07-0030.

9. It was moved by Morgan, seconded by Patel, and unanimously approved to proceed to an informal revocation hearing with regard to revocation petition 07-0031.

10. It was moved by McClelland, seconded by Patel, and unanimously approved to ask the assessing officer named in revocation petition 08-0003 to respond in writing to one of the allegations contained in the petition.

11. It was moved by McClelland, seconded by Patel, and unanimously approved to dismiss revocation petition 08-0004.

12. It was moved by Patel, seconded by Morgan, and unanimously approved to dismiss revocation petition 08-0005.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS (Continued):

13. It was moved by McClelland, seconded by Morgan, and unanimously approved to consolidate revocation petitions 08-0006 through 08-0009 and to have the assessing officer named in the petitions provide a written response to several of the allegations contained in the petitions.

14. It was moved by Morgan, seconded by McClelland, and unanimously approved to have the assessing officer named in the State Tax Commission referral from September 21, 2007 appear before the Board to discuss the referral and to invite the current assessor of the local unit involved and the equalization director of the County where the local unit is located to participate in the discussion on a voluntary basis.

15. It was moved by McClelland, seconded by Patel, and unanimously approved to dismiss the State Tax Commission referral from November 7, 2007.

COMMUNICATIONS:

1. The Board reviewed a communication from the Northern Michigan Equalization Directors Association regarding State Assessors Board renewal programs.

2. The Board discussed a request from the Upper Peninsula Assessors Association for a representative of the Board to speak at the association's annual meeting in May. The Board also discussed the proctoring of examinations at two testing sites in the Upper Peninsula in 2008.

OTHER BUSINESS:

1. It was moved by McClelland, seconded by Patel, and unanimously approved to adopt a revised 2008 State Assessors Board meeting schedule as presented.

2. It was moved by McClelland, seconded by Patel, and unanimously approved to receive and approve the draft language of a planned blog on behalf of the Board.

ANNOUNCEMENTS: The next meeting of the State Assessors Board is scheduled for April 25, 2008 at 9:30 a.m. in the State Treasurer's Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

ADJOURNMENT: It was moved by Patel, seconded by McClelland, and unanimously approved to adjourn the meeting. The meeting adjourned at 1:13 p.m.

Date minutes typed: April 2, 2008

Date minutes approved: 4-25-08


Lisa A. Hobart, Chairperson